

# Mid Pay Period Proration

## Purpose

When an employee is to receive an Additional Pay earnings that covers a partial pay period, the Additional Pay amount to be paid for that partial pay period is not properly calculated unless there is a change in Pay Status on Job. These issues pertaining to Partial Payments have been addressed in the upgrade to 9.2.

There are three scenarios in PayServ where the new Mid-Pay Period Proration logic has been added:

- Employee Work % Change
- Online changes to include:
  - Changes in dates (Effective Date and Earnings End Date)
  - And/or changes to the earnings amount on Addl Pay
- Programs/Process that insert into or update Additional Pay

The new logic will be applied to additional pay earnings codes defined as Derived Biweekly plus three Biweekly earnings codes: AMP, PS1, and PS3.

## Create Additional Pay

### Navigation Path

Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

### Example

This is an example of an employee to be paid in pay cycle with:

- Pay Period Begin: 04/16/2020
- Pay Period End: 04/29/2020

Employee has a work schedule of: NYYYYYN (Monday through Friday)

Entering a new row on Additional Pay for Earnings Code LOC (Location Pay) with an effective date in the middle of the pay period: 4/20/2020. This will result in the need to prorate the additional pay amount for only 8 days of the pay period.

- 4/16-4/17: 2 of 10 work days with no location pay
- 4/20-4/29: 8 of 10 work days with location pay

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

### Steps

1. Enter the Empl ID and click Search.
2. Enter the following as applicable for the additional pay changes:  
NOTE: Values noted below are for the above example.



**Additional Pay** 5 of 7 | View All

\*Earnings Code  Location Pay + -

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**Effective Date** 1 of 7 | View All

Effective Date  Comments + -

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**Payment Details** 2 of 2 | View All

\*Addl Seq Nbr  End Date  + -

Rate Code  Reason Mid Pay Period Adjustment

Earnings  Annual Addl Earnings:  Employee Work % 1.0000

Hours  Hourly Rate

Goal Amount  Goal Balance

Sep Check Nbr   Disable Direct Deposit

OK to Pay Action Date 10/29/2020  Prorate Additional Pay

**Applies To Pay Periods**

First  Second  Third  Fourth  Fifth

## Result

After confirm, Review Paycheck:

**Earnings** 2 of 3 | View All

Begin Date 04/16/2020 End Date 04/29/2020 Addl Line Nbr 1 Reason Not Specified  
 Empl Record 0 Benefit Record 0 Additional Data

**Salaried** **Hourly** **Overtime**

Category	Hours	Rate	Earnings	Rate Code
Salaried	0.00	23.866541	0.00	
Hourly	0.00	0.000000	0.00	
Overtime	0.00	0.000000	0.00	

Rate Used Hourly Rate Shift Not Applicable Shift Rate  
 State NY Locality

**Other Earnings** 1-1 of 1 | View All

Other Earnings Details 1  Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
LOC	Location Pay	Hourly Rate			116.07	

**Earnings** 3 of 3 | View All

Begin Date 04/16/2020    End Date 04/29/2020    Add'l Line Nbr 2    Reason Mid Pay Period Adjustment  
 Empl Record 0    Benefit Record 0    Additional Data

**Salaried**

Hours 0.00  
Rate 23.866541  
Earnings 0.00

**Hourly**

Hours 0.00  
Rate 0.000000  
Earnings 0.00  
Rate Code

**Overtime**

Hours 0.00  
Rate 0.000000  
Earnings 0.00  
Rate Code

Rate Used Hourly Rate    Shift Not Applicable    Shift Rate  
 State NY    Locality

**Other Earnings** 1-1 of 1 | View All

Other Earnings Details 1    Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
LOC	Location Pay	Hourly Rate			-23.21	

Location Pay appears on the employee's check/advice as one amount:

**Earnings**

Description	Hours	Rate	Amount	YTD Amount
Reg Salary	80.00	23.866541	1,909.32	18,710.16
Loc Pay			92.86	92.86

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